

# Volunteer Challenge Recommendations

## At the state level:

1. A representative of the Tennessee State Library & Archives should have a seat on the State Public Records Commission.
2. The Tennessee Historical Records Advisory Board (THRAB) should be written into the *Tennessee Code Annotated (TCA)* under the supervision of the Secretary of State.
3. A task force, including staff from the Tennessee State Library & Archives (TSLA), the Records Management Division (RMD), and the Office of Information Resources (OIR) should be formed to recommend revisions to Tennessee's public records statutes to the State Public Records Commission.
4. Local public records statutes, as set forth in *TCA*, should be revised to reflect modern record keeping concerns, particularly the creation and storage of records in digital formats.
5. The Tennessee General Assembly should consider legislation mandating filing fees for permanent records (probate, marriages, deeds, court case files) which would be used to fund local archive and records management programs.
6. The Records Management Division, the TSLA, and the Office of Information Resources should work together to assist the State Public Records Commission to develop a comprehensive plan for the management and preservation of state electronic records.
7. TSLA staff should become more closely involved in all stages of RMD's records disposition process, formalizing the cooperation between state archivists and records analysts in the records disposition authorization process.

## At the local level:

1. In accordance with *TCA* §10-7-401, all county mayors should establish and appoint members to a county public records commission and establish a basic records management program.
2. Cities and towns should have their own municipal public records commissions, and the University of Tennessee's Municipal Technical Assistance Service (MTAS) should provide better support at the state level for records management.
3. County public records commissions should provide proper storage conditions and security for their records, especially those that are permanently valuable.
4. Repositories that cannot provide a stable, secure, and environmentally sound setting for their records should seriously consider transferring their records to another institution.

## At the professional level:

1. The Society of Tennessee Archivists should take the lead in developing a volunteer organization similar to the Friends of Tennessee Libraries to assist in fund-raising and public relations efforts on behalf of archival programs.
2. The Society of Tennessee Archivists should establish a regionally-based network of professional archivists to provide consultation, technical advice, training, and practical assistance to local archives.